NSPS Update
Town Hall Meetings

One of the fundamental tenants of NSPS, is to ensure everyone understands it. We promised to provide not only on-line, but also face to face training. Well we're keeping that promise. During the week of 14-16 Nov 06, we will begin the face to face training with a series of Town Hall meetings. The Operations Order has been published, organizations have been notified, and you've been contacted. Please ensure that you attend the session you're scheduled to attend. Also sign in so that you can get credit for attendance. You don't want to miss it. Our guest presenters are Mr. John Mitzel, IMCOM-W HR Director and Ms. Sylvia Freeland, IMCOM-W HR Specialist. They've come to share with us all. Please come and come on time. You'll be glad you did. See you there.

Navigating Army e-Learning/SkillPort

A number of individuals indicated that they were experiencing difficulty getting to the NSPS Core Competency Courses. Of course, we can't have that. So, here are a couple of methods to get through the Army e-Learning Skillport to get to the courses.

♦ **NSPS Core Competency training is provided by selected on-line courses* in the Army e-Learning SkillPort catalog.**

♦ **You will need an AKO user ID and password to access Army on-line training courses in SkillPort.**

Direct Link to Army e-Learning: usarmy.skillport.com (Preferred method)
Accessing Army e-Learning through Direct Link:

- Cut and paste usarmy.skillport.com into your browser. This will take you to the Army e-Learning portal.

On the Army e-Learning Portal Page:

You can register for SkillPort, log into SkillPort, access the NSPS Core Competency list of courses, view the course catalog, take the SkillPort tour, or view various SkillPort guides and information brochures.

- To register for Army e-Learning, click on the link <u>Register for Army e-Learning</u>, close the top window that comes up (the first time you access this page), click on <u>Register for Army e-Learning</u>, click continue, enter your AKO Username and AKO Password. Your Skillport password will be sent to your AKO email account.

- *Back at the Army e-Learning Portal Page:*

- To log in to SkillPort, click on the link <u>Log into Army e-Learning</u>. At the Army e-Learning Program page, left column, enter your Username and Password and click Sign On.

- To access the NSPS Core Competency courses, look on the Course Information list for "Army Core Competency Training" -- there is a listing for supervisors and managers, and one for employees. From there you can access the individual

courses.*   NOTE: You will take the courses that were identified in the Fort Polk JRTC, National Security Personnel System (NSPS) Training Plan.

- To start a new course, click on the course name. Click on "Play this Course". If you're returning to SkillPort to continue with a course that has already been started, click on the <u>My Report</u> field and select your course title.
- *Back at the Army e-Learning Portal Page:*
- To learn about the many features of SkillPort, click on the <u>Take the SkillPort Tour</u> link on the left-hand side of the page.

On the *Army e-Learning Portal Page:* click on the User Guide for extensive help in using the system.

Accessing Army e-Learning through AKO:

- Log onto AKO using your AKO Username and password.
- On the AKO home page, click on <u>Self Service</u> on the top line menu, then click on <u>My Education</u> from the drop-down menu.
- On the Army e-Learning portlet (upper left) click on the link (Army e-Learning) to enter the portal.

On the Army e-Learning Portal Page:

You can register for SkillPort, log into SkillPort, access the NSPS Core Competency list of courses, view the course catalog, take the SkillPort tour, or view various SkillPort guides and information brochures.

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- *Back at the AKO Army e-Learning Portal Page:*
- To log in to SkillPort, click on the link <u>Log into Army e-Learning</u>. At the Army e-Learning Program page, left column, enter your Username and Password and click Sign On.
- To access the NSPS Core Competency courses, look on the Course Information list for "Army Core Competency Training" -- there is a listing for supervisors and managers, and one for employees. From there you can access the individual courses.*
- To start a new course, click on the course name. Click on "Play this Course". If you're returning to SkillPort to continue with a course that has already been started, click on the <u>My Report</u> field and select your course title.
- *Back at the AKO Army e-Learning Portal Page:*
- To view the Latest e-Learning Course Catalog Click on the link - <u>View the Army e-Learning Course Catalog.</u>
- To learn about the many features of SkillPort, click on the <u>SkillPort Tour</u> link before logging in.

For more SkillPort information, click on the following links:

- SkillPort Quick Reference TriFold

- SkillPort FAQs
- SkillPort Quick Start Guide
- SkillPort Brochure
- Migration Information - Features

Once you are logged into SkillPort, click on the User Guide for extensive help in using the system.

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* Core Competency on-line training courses:

For employees:
- Being Prepared for Change
- Performance-based Appraisal: An Employee View

For supervisors and managers:
- Communicating and Reinforcing Change
- Performance-based Appraisal: An Employee View

Onsite POC for enrollment instructions is the CPAC Training Office, Tami Culbreath, 531-1856.

Technical difficulties with your web-browser may be addressed to Ms. Culbreath or you may call Skillport at 1-866-754-5435.